

Mental Health & Wellbeing Policy

1. Purpose

Mental ill health and stress are associated with many of the leading causes of disease and disability in our society. Promoting and protecting the mental wellbeing of our workforce is important for physical health, social wellbeing and productivity. Mental wellbeing in the workplace is relevant to all employees. Everyone can contribute to improved mental wellbeing at work.

Addressing workplace mental wellbeing can help strengthen the positive, protective factors of employment. It can help reduce risk factors for mental ill health and improve general health. It can also help promote the employment of people who have experienced mental health problems and support them once they are at work.

Important aspects of mental health and wellbeing include:

- providing information and raising awareness
- developing management skills to deal with issues around mental health and stress
- providing a supportive work environment
- offering assistance, advice and support to anyone experiencing a mental health problem or returning to work after a period of absence due to mental health problems.

This policy aims to provide a working environment that promotes and supports the mental health and wellbeing of all our employees.

2. Statement

We are committed to the protection and promotion of the mental health and wellbeing of all staff.

We will continuously strive to improve the mental health environment and culture of our organisation by identifying, eliminating, or minimising all harmful processes, procedures and behaviours that may cause psychological harm or illness to employees.

We shall continuously strive to promote mental health throughout our organisation by establishing and maintaining processes that enhance mental health and wellbeing.

3. Scope

- This policy will comply with Health and Safety legislation and best practice guidelines.
- This policy will be developed in accordance with existing organisational policies and procedures.
- This policy will be owned at all levels of the company, developed and implemented across all departments, evaluated and reviewed as appropriate.

4. Responsibility

We will take the following actions:

- Reduce discrimination and stigma by increasing awareness and understanding
- Give you information on and increase your awareness of mental wellbeing.
- Include information about the mental health policy at induction.
- Provide opportunities for you to look after your mental wellbeing for example through physical activity, stress reducing activities and social events.
- Provide systems that encourage predictable working hours, reasonable workloads and flexible working practices where appropriate.
- Ensure you have a clearly defined job description, objectives and responsibilities and provide you with good management support, appropriate training and adequate resources to do your job.
- Manage conflict and ensure the workplace is free from bullying and harassment, discrimination and racism.
- Establish good two-way communication to ensure your involvement, particularly during periods of organisational change.
- Ensure you have a clearly defined role within our organisation and a sense of control over the way your work is organised.
- Ensure a physical environment that is supportive of mental health and wellbeing including a sound, ergonomically designed workstation or a working situation with appropriate lighting, noise levels, heating, ventilation and adequate facilities for rest breaks.
- Promote and support opportunities to enhance professional development.
- Provide training for managers and staff in the early identification, causes and appropriate management of mental health issues such as anxiety, depression, stress and change management. This may include the provision of Mental Health First Aiders.

5. Support for Employees

Internal Support

We will:

- Ensure that if you suffer from mental health problems you are treated fairly and consistently.
- Manage your return to work if you have experienced mental health problems. If you have been long-term sickness absence we will put in place a phased return to work where possible.
- Give non-judgemental and pro-active support if you experience mental health problems or require counselling, CBT, etc.

We will inform you of the available support including:

[Delete as applicable]

- Mental Health First Aiders
- Employee Assistance Programme
- Their own GP

- A counsellor

We will make every effort to identify suitable alternative employment, in consultation with you, where a return to the same job is not possible due to identified risks or other factors.

Treat all matters relating to your mental health problems in the strictest confidence and share on a 'need to know' basis only with your consent.

External Support

Saneline

Telephone: 03000 304 7000

Website: http://www.sane.org.uk/what_we_do/support/helpline

Anxiety UK

Phone: 08444 775774

Website: www.anxietyuk.org.uk

No Panic

Phone: 0844 967 4848

Website: www.nopanic.org.uk

6. Recruitment

To encourage the employment of people who have experienced mental health problems we will:

- Show a positive and enabling attitude to employees and job applicants with mental health issues. This includes having positive statements in recruitment literature.
- Ensure that all staff involved in recruitment and selection are briefed on mental health issues and the Equality Act and are trained in appropriate interview skills.
- Ensure all line managers have information and training about managing mental health in the workplace.

7. Stress - Health & Safety Issue

We will adopt the principles of the HSE Stress Management Standards for employees that we identify as being affected by stress.

Line managers and supervisors will be provided with training in good management practices.

You will be made aware of this policy and the support and facilities available.

Regular updates will be provided to all employees by line manager.

8. Review and Monitoring

If you participate in any of mental wellbeing activities you will be regularly asked for feedback.

The Directors will be responsible for reviewing this policy and for monitoring how effectively the policy meets its aims and objectives.

The policy will be reviewed annually.

Policy Issue Date	Director Signature
23 rd April 2025	